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Minutes, College of Arts & Sciences Faculty Meeting, March 17, 1976

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MEMORANDUM

ROLLINS COLLEGE

From Jack B. Critchfield, President of the College and
Daniel R. DeNicola, President of the Faculty

14
Date March 1, 1976

To All Faculty

Copies To Mrs. Kathryn Kinsley

Subject Special Faculty Meeting

A special faculty meeting will be held on Wednesday, March 17,
at 11:00 a.m. in Crummer Auditorium.

The purpose of this meeting is to introduce a revision in the role
of faculty regarding advising and registration of students. It is imperative
that all faculty understand these procedures, so your attendance is most
important.

The agenda is as follows:

1. Call to Order
2. Announcements:
 - a. Dr. DeNicola
 - b. Dr. Critchfield
3. Presentation of New Procedures by Vice Provost Griffin
and Mrs. Kinsley.
4. Adjournment.

MEMORANDUM

ROLLINS COLLEGE

FROM: AOC Research Subcommittee
John S. Ross, Chairman

DATE: 4 March 1976

TO: Karl E. Peters, Chairman
Academic Objectives Committee

cc: Provost Ling, Comptroller Webb, Subcommittee Members

SUBJECT: Faculty Research Grants for 1976/1977

The Research Subcommittee of the AOC has awarded the following grants with the due date of the final written report indicated:

- | | | |
|----|--|---------|
| 1. | Cochran, George | \$ 550 |
| | Application of Differential Pulse Polarography
to the Determination of Water-soluble Herbicides. | |
| | 1 October 1976 | |
| 2. | Cohen, Edward | \$ 550 |
| | To Initiate a Study of the Cultural Influence of
Victorian Soho. | |
| | 1 October 1976 | |
| 3. | Edge, Hoyt | \$ 600 |
| | Development of Techniques for Research with the
Altered States of Consciousness Induction Device. | |
| | 1 October 1976 | |
| 4. | Hallam, Hallie | \$ 650 |
| | Preparation of Monographs on the Paintings of
Regional Virginia Artists. | |
| | 1 October 1977 | |
| 5. | Henderson, Mary Ann | \$ 700 |
| | Ciliary Length Control in Sea Urchin Embryos. | |
| | 1 October 1976 | |
| 6. | Howell, Gordon | \$ 500 |
| | Modular Instruction: A New Approach to the
Preparation of Intercollegiate Athletic Director. | |
| | 1 October 1976 | |
| 7. | Jones, Arthur | \$1,000 |
| | A Study of the Criminal Justice System in Sweden. | |
| | 1 October 1976 | |
| 8. | Lancaster, Patricia | \$ 750 |
| | Completion of book: FRENCH CULTURE SINCE 1870. | |
| | 1 October 1976 | |
| 9. | Lane, Jack | \$ 450 |
| | Completion of Research on a Bibliographical Study of
American Wars and Military History. | |
| | 1 October 1976 | |

10.	Miller, Elinor Preparation of Articles on the Works of Jean de La Ceppède.	1 October 1977	\$ 900
11.	O'Sullivan, Maurice Biographical Research on the Contemporary Afro-American Novelist Chester Himes.	1 October 1976	\$ 700
12.	Phelan, Walter A Semantic Analysis of Chaucer's <u>Canterbury Tales</u> .	1 January 1977	\$1,000
13.	Ray, Roger Publication Support for an article titled: "A Behavioral Systems Analysis of Oscillatory Heart Rate Rhythms".	1 October 1976	\$ 286
14.	Ridgway, Robert Investigations of the Stereo Chemistry of Alkene Formation in Grignard Reduction Reactions.	1 October 1976	\$ 500
15.	Rosazza, J. Ross Completion of book: TEACHING VOICE IN THE LIBERAL ARTS CURRICULUM.	1 October 1977	\$ 600
16.	Ser, Cary Completion of Research for a Volume in the Clarendon Dickens Series (Oxford University Press).	1 October 1976	\$ 400
17.	Upson, James Investigation of the Ability of the Dolphin to Echolocate in Free Space.	1 October 1976	\$ 500
18.	Weiss, John Completion of book: THE DYNAMICS OF SOCIAL PROBLEMS.	1 October 1976	\$ 150

Total \$10,786*

*Includes \$786 returned from an incompleted project during 1975/76.

The total amount of funds requested was \$15,957.

All proposed projects were awarded at least partial funding.

John S. Ross
 John S. Ross, Chairman
 Theodore S. Darrah
 Robert S. Lemon
 Laurie W. Paine
 Marilyn C. Stewart

MEMORANDUM

From: Dan DeNicola, President of the Faculty

Date: 3/10/76

To: All Faculty

Subject: Special Faculty Meeting

Because of an unforeseen room conflict, the special meeting of the faculty will be moved to Hauck Hall Auditorium. The time will remain the same: Wednesday, March 17, 1976, at 11:00 A.M.

I remind you that the meeting concerns a major change in procedures for advising and registering students and that your attendance is most important.

MEMORANDUM

ROLLINS COLLEGE

From: Secretary of the Faculty

To: All Faculty Members
President, Rollins College Student Association

Copy to: Public Relations Office

March 19, 1976

Subject: Special Faculty Meeting, minutes of

1. A special meeting of the Rollins College Faculty was held Wednesday, March 17, 1976 at Hauck Auditorium. All members of the Faculty were present except the following:

Mr. Alexander Anderson
Dr. Carol Burnett
Mr. Roger Campbell
Mr. Alphonse Carlo
Mr. Bechir Chourou
Dr. George T. Cochran
Dr. Theodore Darrah
Dr. Hoyt I. Edge
Ms. Hallie Lu Hallam
Mr. William M. Hartog
Dr. Arthur Jones
Dr. Michael S. Kahn
Mr. Arthur Kenison
Dr. R. Barry Levis

Mr. Thomas U. Lineham, Jr.
Ms. Jean W. Mackenzie
Mr. William McNulty
Mr. Harry Meisel
Dr. Pedro A. Pequeno
Mr. Thomas Peterson
Dr. Walter S. Phelan
Dr. Cary D. Ser
Dr. David Smith
Dr. Luis Valdes
Dr. Arnold Wettstein
Dr. Ward Woodbury
Mr. Charles Zellers

2. The following is a record of the meeting.

A. Reports.

Dr. DeNicola, President of the Faculty, announced that procedures for selection of Arthur Vining Davis Fellows had been approved by the Standing Committee on Professional Standards and Ethics, with minor modifications made by the Council. Since no further approval of the Senate or the Faculty is required they are published. (See Attachment (1)).

The Senate at its next meeting (March 22, 1976) will take up important legislation dealing with Distribution Requirements of the College. Faculty interested in this topic should review the proposal, contained in the Agenda for the Senate Meeting, promulgated March 9, 1976 and attend the meeting, if desired.

The date for the Spring Term Faculty Meeting has been set for May 10, 1976, with an agenda for the meeting to be published. At that meeting election of faculty officers will be held. Faculty desiring to nominate anyone to faculty positions, or to run themselves, should contact a member of the Council prior to April 19, 1976, when the Council will meet to set the slate of nominees.

Dr. Critchfield, President, announced that six or seven members of the Faculty had not returned their contract letters to date and were encouraged to do so immediately.

The President reported that the large billboards in the vicinity of Harper-Shepherd Field, and nine others that will be soon put up, advertising the Rollins Baseball Team, are being erected at no expense to the College. They are the result of a special academic project of a student, Lorrie Carlman, our Head Cheerleader, to promote the Rollins College Baseball Team. All billboards have been received through donations to her request.

Dr. Critchfield thanked all who participated in Parent's Weekend as it was the best program we have had on campus. The success was due to participation by students, whose work was acknowledged.

Faculty were all encouraged to be present and participate in the graduation ceremonies for the School of Continuing Education and Evening Graduate Programs, Saturday, May 22, and for the Campus and Crummer Programs, Sunday, May 23, 1976. The speaker on May 22 would be Mr. Frank Carey, Chairman of the Board of IBM. Professor Marina von Neumann Whitman, with a distinguished academic and political career, from the University of Pittsburgh, would be the speaker for the May 23 convocation.

The annual and traditional Mint Julep Party would be hosted jointly this year by Mr. Tiedtke, Mr. Frank Hubbard, Chairman of the Board of Trustees, and Dr. Critchfield. Additional information regarding the location of the party would be promulgated. All faculty were invited and urged to attend.

Dr. Critchfield reported that he would be absent from the campus for the period prior to graduation since Mrs. Critchfield and he had been invited to attend, as part of the Young Presidents' Organization, an International University in Hong Kong. A five day stop will also be made in Tokyo, to visit educational and corporate establishments, and a three day visit will be made to Bangkok. The President would return May 19, prior to the Board of Trustees meeting, and graduation. An Acting President would be named.

He announced that Dr. O'Sullivan had agreed to serve as the new Faculty Chairman of Freshman Orientation, replacing Dr. Gary Williams, who had done an outstanding job in that role. The President stressed the important role of all faculty as Freshman Advisors, indicating that a new procedure would be initiated this Spring with Freshman Advisors being appointed by the College, rather than asking for volunteer advisors. He concluded with a strong request, urging all faculty to support the new advisory and registration programs, as would be further discussed by Dr. Griffin, Acting Provost, and Kathy Kinsley, Assistant Registrar.

Dr. Griffin and Ms. Kinsley discussed the new procedures for designation of faculty advisors and student registration. The procedures for Fall Pre-Registration require that students complete all forms for registration with appropriate advisors who will submit completed forms to the Registrar's Office prior to 4:00 p.m. on May 6, 1976. A complete description of the requirements for the Fall, Winter and Spring Pre-Registration were provided the faculty and questions from the floor answered. The PROCEDURES FOR REGISTRATION FOR 1976-1977 are appended as Attachment (2) to this report.

3. The meeting was adjourned at 12:05 p.m.
4. The recorded transcript of the Faculty Meeting is held by the Archives, Mills Memorial Library.

E. F. Danowitz

- Attachment (1). Procedure for selection of Arthur Vining Davis Fellows
 (2). Registration Procedures for 1976-1977.

PROCEDURE FOR SELECTION OF ARTHUR VINING DAVIS FELLOWS.

BE IT RESOLVED THAT: The steps enumerated below shall be followed in the annual selection of ARTHUR VINING DAVIS FELLOWS. The Office of the Provost shall be responsible for coordinating this procedure.

1. Last Friday in April: Information will be sent to all faculty and students which includes a description of the procedure, definition of criteria, and names of the faculty who are ineligible by virtue of having received the award within the last four years.
2. Following Monday: All faculty receive ballots in the campus mail with instructions to return them to the Provost's office by that coming Friday.
3. Wednesday, Thursday, Friday: A student voting table is set up outside the campus post office from 10:00 a.m. to 3:00 p.m. At the end of each day, the sealed ballots are taken to the Provost's office.
4. That Friday: The Provost's office tabulates all faculty votes. The three current fellows tabulate the student votes. The five most frequently named faculty members in each group shall be recorded by the Provost as finalists.

MEANWHILE: The Provost and President have determined their five top candidates from the faculty inventories and other sources available to them. These five faculty shall also be considered finalists.

5. Promptly: The President, Provost, the out-going President of the Student Association, and the three current fellows vote for three candidates out of the group of finalists and the top three vote choices are named the Arthur Vining Davis fellows for the next academic year.
6. At the commencement ceremony, the President announces the fellows and provides a summary of their outstanding contributions.

lj:3/16/76

Attachment (1) to Report of Special Faculty Meeting, March 17, 1976

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lj:3/16/76

all Pre-Registration

April 27- May 6

Students will select the courses they wish to take and with the approval of their advisers, fill out the course request sheet. This is standard procedure. The adviser will check to see that the course request sheets are completed properly (consents, PE, etc.) and will turn them in by 4:00 p.m. on May 6, 1976. Any course selection forms which have not been completed in time for the adviser to meet this deadline will be processed after all other forms are processed.

May 7-May 14

The forms will be numbered as they are turned in by the advisers, according to class (seniors, juniors, sophomores). Beginning with the senior class, the numbered forms will be chosen RANDOMLY and then processed as they always have been. A certain number of places will be reserved for each class in freshman and sophomore courses traditionally used to satisfy distribution requirements. Status reports will not be sent out until all forms have been processed. In this way, we can evaluate what new sections need to be added and place students into these new sections.

After status reports are received, there may be some students who were only enrolled in two classes or less. These students may add to their schedules, with their advisers' consent at the Registrar's Office on a drop/add form. All other students should wait until final registration to complete their schedules.

September 11 Fall Registration

A Registration in the Field House: Students will receive a listing of newly opened sections and any other alterations in the original schedule, with a computer print out of their pre-registration schedule. Each student will be assigned a time to report to the Field House. His adviser will also be scheduled into the Field House at this time so that any changes or additions may be approved. When a student's schedule is complete, he will fill out the registration form and keep the last sheet as his copy. A completed computer print-out of the student's schedule will be sent at a later date for the student to confirm.

Winter and Spring Pre-Registration

September 13

Students will receive winter term course books. They must apply for off-campus independent studies by November 1 and will receive notification as to their project being accepted or rejected by November 17.

November 9- November 19

Students will see their advisers and select three winter term courses. They may see the instructor if they wish to know what the course involves. Courses which require consent must be signed in the appropriate place on the course request form. Students will also select their spring term courses during this time. The adviser will not sign the course request form until the student has chosen winter and spring courses. The adviser will turn in the course request forms by 5:00 p.m. on November 19. The course selection forms which have not been completed in time for the adviser to meet this deadline will be processed after all other forms are processed.

November 22-November 23

Winter term selections will be processed in random order without regard to class levels, and final totals will be sent to the bookstore.

November 24-November 30

Course selection sheets will be divided into classes, numbered and processed in random order beginning with the senior class. Places will be reserved for each class. Status reports will not be sent out until all forms have been processed. Winter and spring schedules will be on the status reports.

December 4 Winter and Spring Registration

Registration in the Field House: Students will receive a listing of newly opened sections and any other alterations in the original schedule. They will then drop and/or add classes for winter and spring terms. Completed spring schedules will be sent to the students prior to spring term.